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TO : Placement Officers DATE: 15 January 1951

FROM : Chief, Testing and Training Branch,
Personnel Division

SUBJECT: Policies and Procedures Governing Testing Program

Effective immediately, the Policies, Procedures, and Schedules set forth below will apply to the testing services of the Testing and Training Branch:

1. Both the Differential Aptitudes and the Otis Batteries will be administered daily. If additional tests are required for an applicant or employee, they must be requested by the Placement Officer at the time the individual is scheduled for regular testing.
- 25X1A6a 2. Tests begin at 8:30 A. M., Room 507, [REDACTED] No one arriving after this time will be admitted to the testing rooms.
3. Those taking the Otis Battery will normally complete their tests between 10:30 A. M. and 12:30 P. M., depending upon the type of position for which they are being tested. Those taking the Differential Aptitudes Battery will remain until 12:30 P. M. and will return at 1:30 P. M. if scheduled for the extra tests other than typing and shorthand.
- 25X1A6a 4. Anyone who has taken the regular tests and is returning for a typing re-test only will report at 10:30 A. M. to Room 507, [REDACTED] Anyone returning for a shorthand re-test only will report at 11:15 A. M. to Room 507, [REDACTED]
- 25X1A6a 5. If an applicant or an employee reporting for tests has not been scheduled beforehand by a Placement Officer, he will not be admitted to the testing rooms, but will be referred to the Officer who interviewed him.
6. Each Placement Officer will call the Testing Section to schedule an applicant or employee for tests before giving the individual a definite appointment.
7. When scheduling an applicant or employee, the Placement Officer will give the individual's name, grade and position for which he is to be tested, the preferred date

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for the testing, and the titles of any tests desired in addition to the regular battery. All of the above information is necessary to determine the applicable tests for various positions and testing will not be undertaken on any individual until such data are provided.

8. No names will be added to a day's testing schedule later than 3:30 P. M. of the preceding day.
9. Qualification Report forms showing profiles of percentile scores will be sent to Placement Officers concerned within twenty-four hours after completion of the tests. These Qualification Report forms are intended as permanent records to be placed in each individual's personnel folder. Duplicate copies cannot be distributed.
10. Only in emergency cases will exception be made to these procedures, and then only by approval of the Chief, Testing and Training Branch.
11. It is the policy of the Testing and Training Branch that individuals will not be re-tested unless special circumstances attendant to their original testing period justify such action.

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